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MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA : Deputy Director (Support)

SUBJECT : Request for Additional Supergrade Position in the
Comptroller's Office

1. This memorandum contains a recommendation submitted for your approval. The recommendation is contained in paragraph 3.

2. The Comptroller's Office now has six supergrade positions, one of which is an Executive Position occupied by the Comptroller and the others are: one GS-17 presently occupied by the Deputy Comptroller and four GS-16 slots occupied by an Assistant Comptroller; Chief, Budget Division; Chief, Finance Division; and Chief, Technical Accounting Staff.

3. Authority is requested to alter the present allocation of supergrades to the Comptroller's Office by raising the present authorized grade of the Deputy Comptroller from GS-17 to GS-18; the present authorized grade of the Assistant Comptroller from GS-16 to GS-17; and the creation of one additional GS-16 to accommodate the Chief of a new Program Analysis Staff.

4. The responsibilities of the Comptroller which have always been onerous and complex have been increased by the recent reorganization. The additional emphasis upon program analysis, which accounts for the principal increase in the responsibility and workload of the Comptroller's Office, will occupy a substantial portion of the Comptroller's personal time as well as the time of the Chiefs of the Budget Division and of the Financial Analysis Staff (to be redesignated as the Program Analysis Staff). The Deputy Comptroller, in addition to his over-all responsibility for supporting the Comptroller personally in the performance of program analysis as well as acting for him in his absence, will have very considerably enhanced personal responsibilities for the actual direction of the Comptroller's Office. Apart from the preparation and execution of the Agency's budget which has now reached very substantial proportions, the Comptroller's Office is responsible for the supervision of a very large and complex fiscal program

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which includes: control and accounting for vouchered and unvouchered funds and dealings with various Government agencies in this connection; accounting

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processing system of considerable complexity; supervision of the industrial contract audit system including the maintenance and development of effective controls over the system; the provision of technically qualified personnel to support fiscal activities, including certification and accounting for fiscal activities, in field stations and the exercise of technical supervision over the activities of these officers and a number of other related matters. The scope, importance, and complexity of these operations would seem to justify the regrading of the Deputy Comptroller position at the GS-18 level.

5. For substantially similar reasons, it is recommended that the Assistant Comptroller position be redesignated as a GS-17. The existence of the GS-17 slot in the Office of the Comptroller would provide a very desirable incentive to the senior officials at the Division Chief level, three of which are now classified at the GS-16 level.

6. The Chief of the new Program Analysis Staff will be responsible for undertaking analysis of important activities of the Agency so that evaluation of these activities in terms of their cost and productiveness by higher authority in the Agency will be possible. In compiling the factual background, customer reaction and other material relevant to an evaluation of these activities, the Chief of the Program Analysis Staff will have to draw very heavily upon the support of Staff and Divisions in the DD/P and in other components where the basic data and records are maintained. It is, therefore, essential that the Chief of this Staff have sufficient rank and seniority to insure an adequate response on the part of rather senior operating officials to his requirements. It is also essential that the grade given to this position be sufficient to attract an officer of adequate experience and competence.

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Comptroller

The recommendation contained in paragraph 3. is approved:

*This memo
not approved as
such.*

Deputy Director of Central Intelligence

Date

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